



# APPLICATION FOR UCSD SPECIAL STUDIES COURSE ENROLLMENT

Eligible Students Must Have Completed 90 Units With at Least a 2.5 GPA.

## I. TO BE COMPLETED BY STUDENT:

Name: \_\_\_\_\_ P.I.D.#: \_\_\_\_\_  
*Last First MI*

Current Address: \_\_\_\_\_ College: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Local Telephone: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Quarter: \_\_\_\_\_ Major: \_\_\_\_\_

Special Studies Course Information: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / P/NP / \_\_\_\_\_  
*Subject Crse No. Sect. No. Section ID No. Grd. Opt. Units*

List your current Quarter Schedule (inc. all Special Studies courses): \_\_\_\_\_ No. of Units Previously Received for this Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. TO BE COMPLETED BY INSTRUCTOR AND STUDENT:

Name of Instructor: \_\_\_\_\_ Teaching Title: \_\_\_\_\_

Prerequisite course work or knowledge for this project: \_\_\_\_\_

Nature and Frequency of Contact (hours per week): \_\_\_\_\_

Means of Evaluation (Paper, final): \_\_\_\_\_

Proposed plan (Please be specific - note readings and any special instruments to be used):

\_\_\_\_\_  
*(Instructor's Signature) (Date) (Student's Signature) (Date)*

## III. TO BE COMPLETED AND VERIFIED BY DEPARTMENT:

Student's Cumulative GPA: \_\_\_\_\_ Student's Cumulative Units Completed: \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_  
*(Department Chair's Signature) (Date\*) (Department Stamp)*

\* Adds after the fourth week of the quarter require College approval - see Exceptions Only (below).

## IV. EXCEPTIONS ONLY: Submit all copies to college for Exceptions.

Provost Approval is required to enroll:  Approved  Disapproved

- in more than 4 units of 198 and 199 in one quarter.
- with less than 90.0 units completed.
- with less than a 2.5 cumulative GPA.
- after the fourth week of the quarter.

\_\_\_\_\_  
*(College stamp or signature) (Date)*

**NOTICE: Form must be presented at the Registrar's Office with required signatures and Department Stamp.  
Add cards are no longer accepted/required.**

### SPECIAL STUDIES INFORMATION

1. Special Studies courses 197, 198, 199 are intended to enable students to learn about subjects not taught in regular courses and to engage in research in the laboratory, in the field, or in the library. Such a project should be carefully planned with the faculty advisor along the lines of the student's overall academic plan.
2. Since this is an upper division course, prerequisite knowledge needed for the intended work should be carefully discussed with the instructor and clearly stated on the form.

### LIMITATIONS

1. A student must have completed at least 90.0 units of undergraduate study and must have a cumulative grade point average of 2.50 or better to be eligible. (Some departments may require a higher gpa.)
2. Only a grade of P or NP is to be assigned for a 197, 198, or 199 course.
3. A student may enroll for no more than a total of four units of 198 and 199 Special Studies courses in one term.
4. On the advice of the instructor(s) and the department chair(s) concerned, the Provost of a student's college may authorize exceptions to the limitations listed in sections I and II.

### PROCEDURES

1. Student obtains an "Application for UCSD Special Studies Course Enrollment" from the Department prior to the start of a Special Studies course.
2. Student checks to see if eligible by having met 90.0 units and 2.50 G.P.A. requirements. If eligible, student completes section I of the form.
3. Student discusses with a faculty member the possibility of a Special Studies project in the faculty member's field of competence.
4. Student and instructor discuss the nature of the project, frequency of contact, prerequisite knowledge needed, and the means of evaluation.
5. Faculty member completes Instructor's portion of form and forwards the form to the Department sponsoring the Special Studies course.
6. Department verifies student's eligibility by checking for required 90.0 units and 2.5 cumulative gpa.
7. Department Chair of the Department sponsoring the Special Studies course reviews the form, denotes approval or disapproval.
8. Student secures the Department stamp on the Special Studies form. *(This approval to enroll in a Special Studies course may be granted only after the form has been signed by both the instructor and Department Chair.)*
9. **Department sends form to the provost's office of student's college if any exceptions to the limitations are requested. Provost either approves and forwards form to the Registrar's Office or disapproves and returns form to department.**
10. If no exceptions are requested, department distributes copies in accordance with instructions on the form.
11. The Registrar's Office staff enrolls a student in the Special Studies course upon receipt of a completed form. Incomplete forms are returned to the department.